



11600 Columbia College Drive
Sonora CA 95370
209.588.5232

DUPLICATE DIPLOMA/ CERTIFICATE REQUEST

<input type="checkbox"/> Evaluator Confirmed Award
Date Mailed _____ Date Ready for Pickup _____
Comments _____
OFFICE USE ONLY

Please complete and submit the following information to *Admissions and Records* in person or by US mail with payment or payment information. Please do not send cash through US mail. A replacement fee is required at time of request; \$15.00 for a diploma and \$10.00 for a certificate. Duplicates are only printed at the end of each semester. **Requests cannot be processed without payment.**

Name will be printed EXACTLY as it appeared on your original Diploma/Certificate

First _____ Middle _____ Last _____

Student ID# _____ Date of Birth _____

Phone _____ Email _____

Type of Degree (AA/AS/ASOE/AAT/AST; SAC/CERT) _____

Major _____ Grad Date _____

Student Signature _____ Date _____

Choose one option:

Pick Up (photo ID required)

Mail (provide address below)

ADD \$5.00

(Street/PO Box)

(City) (State) (Zip)

Payment Method:

Check

Money Order/
Cashier's Check

Cash

VISA/MasterCard
Discover

I, as a current or former student of Columbia College, by my signature authorize the Admissions and Records Office to process this request. I understand fees are required at the time of request with all financial obligations being satisfied prior to processing. Should I choose to provide payment by credit card, I will take full responsibility for fees should the card be declined.

Signature Authorizing Charge to Credit Card Below

Date

Name (as it appears on card) Billing Address City State Zip

Receipt # _____

Authorized Amount: \$ _____

----- Remove information below and destroy after payment is processed -----

Credit Card Number: _____ **Exp Date (MM/YY):** _____ **CVC Code:** _____